

City of Las Vegas Civil Express Plans Check

The City of Las Vegas Civil Express Plans Check program has been established to expedite civil plans through the review process. This program can substantially reduce the review time of civil plans if plans have been properly designed and prepared. The express program consists of three (3) meetings:

1. **The Pre-express Submittal Meeting (15 Min – ½ Hour)**
2. **The Express Redline Review Meeting (1 Hour – XX Hours)**
3. **The Express Mylar Review Meeting (1 Hour – 3 Hours)**

The Engineer and Developer are required to attend all express meetings. This will enable staff, the Engineer, and the Developer to make on the spot decisions and resolve any issues that may arise during the review meetings. If issues cannot be resolved in the review meetings, the project may be moved to the regular review process which allows the time necessary to solve problems.

EXPRESS SCHEDULE

The Civil Express Plans Check reviews two types of development projects, non-subdivisions and subdivisions. An ideal non-subdivision express project can be approved in as little as three weeks from time of submittal. The Express Redline Review Meeting is scheduled a minimum of two (2) weeks from the Pre-express Submittal Meeting. The Mylar Review Meeting can be scheduled a minimum of one (1) week from the Express Redline Review Meeting. Please note: this timeline is based on an ideal project. **The subdivision timeline requires an additional 30 days for the Final Map Technical review between the Redline Review Meeting and the Mylar Review Meeting.**

EXPRESS FEES

The express program has a \$300 application fee due at the submittal meeting. The review meetings are charged at \$600/per hour plans check fee due prior to plan approval. A minimum charge of 1 hour (\$600/per hour) will be charged for each review meeting and any additional time over the hour will be calculated to the next quarter hour. All fees must be paid prior to plan approval.

REQUIREMENTS FOR EXPRESS CIVIL PLAN CHECK

In order to make an EXPRESS CIVIL PLAN CHECK APPOINTMENT your project must have the following:

- 1) 5 sets of improvement plans
- 2) Bond Estimate with all Public quantities listed (Private Street quantities for Subdivisions) with cash or check for the 1.25% plans check fee
- 3) "Conditions of Approval" as provided by the developer from Planning Commission and/or City Council, or Administrative Reviews - **Verify all conditions are satisfied**
- 4) 2 Soils reports with Public/Private street pavement section recommendations
- 5) Approved Drainage Study (if required by "conditions of approval")
- 6) Approved Traffic Study (if required by "conditions of approval")
- 7) Approved Master Street Light Study (if required by "conditions of approval")
- 8) Show the plans have been submitted to the LVVWD for review (Provide a copy of the Pre-review Form).

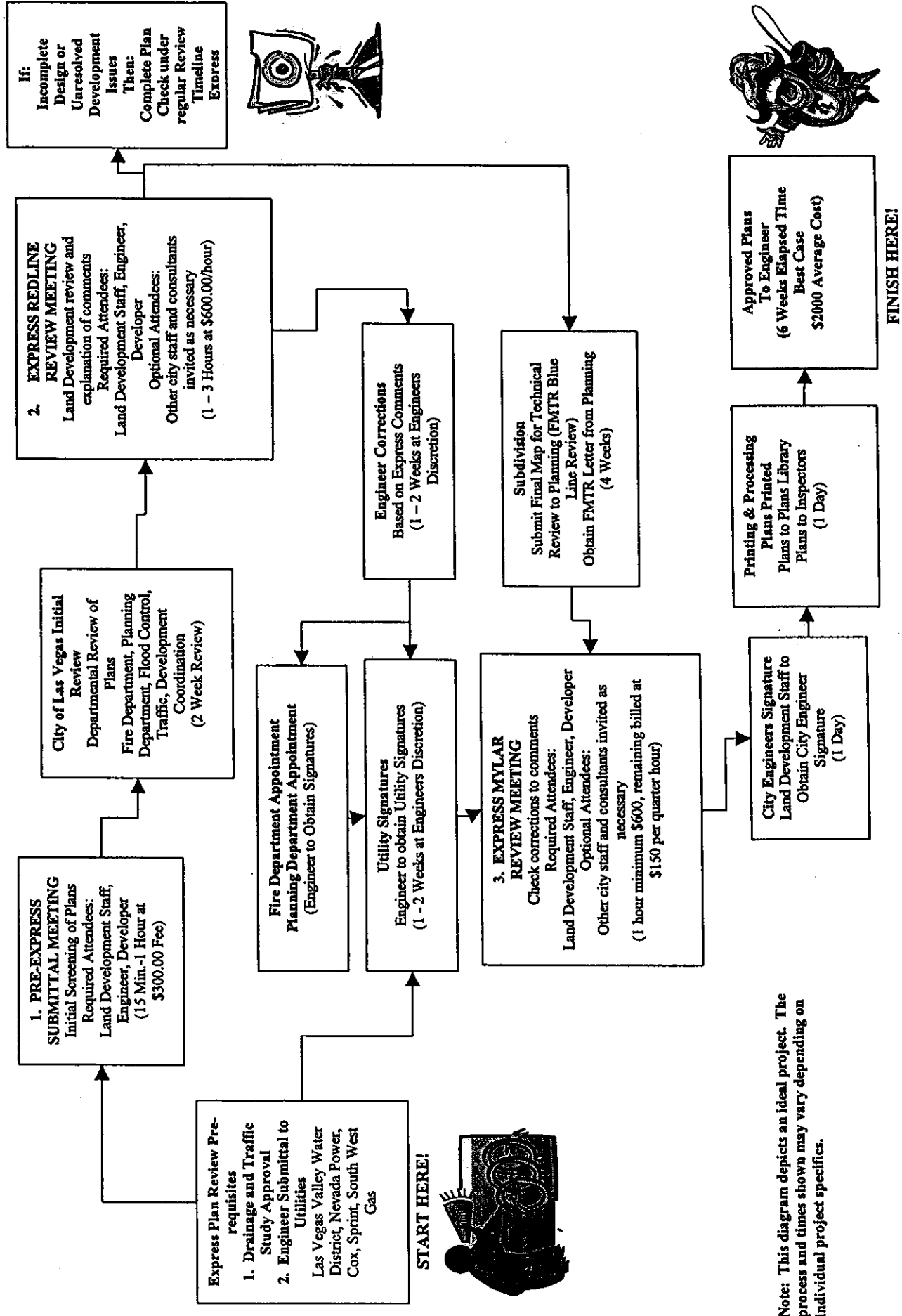
When you have the above, call Land Development @ (702) 229-6371 for an appointment to schedule a **Pre-Express Submittal Meeting**. Bring copies of your approved documents, along with a check for the Non-Refundable Administrative Fee, and, if everything is in order, an EXPRESS DATE will be assigned to you. During the Pre-express Submittal Meeting our Plans Examiners will do a cursory review, and you will be notified of any **OBVIOUS** problems found.

PLEASE NOTE: THIS IS NOT AN IN-DEPTH PLAN CHECK. THAT OCCURS AT YOUR EXPRESS REDLINE REVIEW APPOINTMENT!

If submission is NOT COMPLETE or the plans do not reflect your Land Use Conditions, **YOUR PLANS WILL BE REJECTED!!!! YOUR SUBMITTAL PACKAGE MUST BE COMPLETE!!!!**

- ***You must have the Owner/Developer and your Engineer of Record present at All Civil Express Appointments.***
- If new plans/calculations/etc are needed due to the Pre-express submittal review comments, you must have these items done before your next appointment starts.
- All Right-of-Way and vesting documents must be submitted with the initial plan package.
- Vacations that may affect plan approval must be addressed prior to submittal of the initial package.
- The total permit fee amount is not available until an approved bond estimate is determined during the plan check process.
- All fees must be paid, bonds must be posted, and agreements complete and all signatures must be obtained prior to approval of the plans.
- **Note Payment of Express Plan Check Application fee and Plans Check fee must be made at the end of your submittal appointment.**

City of Las Vegas Civil Express Process



Note: This diagram depicts an ideal project. The process and times shown may vary depending on individual project specifics.

EXPRESS PLAN CHECK SUBMITTAL SCREENING CHECKLIST

PROJECT NAME: _____

ENGINEER: _____

PRE-EXPRESS DATE/TIME: _____

EXPRESS DATE/TIME: _____

ACCEPTED: _____

REJECTED: _____

INITIAL PACKAGE

- | SATISFIED | NOT
SATISFIED | |
|-----------------------------|--------------------------|---|
| 1. <input type="checkbox"/> | <input type="checkbox"/> | 5 sets of check-prints. |
| 2. <input type="checkbox"/> | <input type="checkbox"/> | 1 completed bond estimate form with 1.25% plans check fees. |
| 3. <input type="checkbox"/> | <input type="checkbox"/> | All Land-Use conditions. (Site Development reviews, Zoning Actions, Tentative Maps, Vactations, ect.....) |
| 4. <input type="checkbox"/> | <input type="checkbox"/> | Approved Drainage Study Memo (if Drainage Study is required by "conditions of approval") |
| 5. <input type="checkbox"/> | <input type="checkbox"/> | Approved Traffic Impact Analysis letter (if TIA is required by "conditions of approval") |
| 6. <input type="checkbox"/> | <input type="checkbox"/> | 2 copies of soils report for Public and Private Streets. (Pavement recommendations required/Report must be less than 18 Months old) |
| 7. <input type="checkbox"/> | <input type="checkbox"/> | Verification of LVVWD submittal (LVVWD Pre-review Form)*. |
| 8. <input type="checkbox"/> | <input type="checkbox"/> | Approved Master Street Light Plan (if required by "conditions of approval"). |
| 9. <input type="checkbox"/> | <input type="checkbox"/> | Express application/\$300 Administration Fee. |

NOTES: _____

***ENGINEER/DEVELOPER IS RESPONSIBLE TO PROVIDE THE LVVWD WITH AN ACCEPTED APPLICATION CONFIRMING EXPRESS PLAN REVIEW.**

COMMERCIAL PROJECTS: PLEASE CONTACT OZZIE MIRKHAH (229-6761) AS SOON AS POSSIBLE TO SCHEDULE AN APPOINTMENT TO OBTAIN FIRE DEPT. SIGNATURE. APPOINTMENT MUST FOLLOW THE FIRST EXPRESS PLAN-CHECK DATE.

EASEMENTS AND RIGHT OF WAY DEDICATIONS MUST BE SUBMITTED TO LAND DEVELOPMENT AS SOON AS POSSIBLE. THE DEDICATION PROCESS IS NOT PART OF THE EXPRESS PLANS CHECK.

FEES

I understand that in addition to all standard applicable fees, there is a **\$300.00 Non-Refundable Administrative Fee** for each set of plans to be reviewed. This is payable either upon submittal or **in advance, if I request a date be held without plans submitted.** The actual **Express Civil Plan Check is \$600.00 per hour,** calculated to the next quarter hour. This is payable prior to plan approval.

The Express Civil Plan Check appointment consists of two meetings scheduled one week apart. The initial meeting will be on check prints. Once the check prints have been redlined the engineer must make the changes requested, produce mylars and duplicate mylars for the City Engineer's signature. All required signatures must be obtained prior to the City Engineer's signature. The applicant must coordinate the obtaining of the signatures including the City Fire Marshall's and Planning Department's. All necessary encroachments, easements, right-of-way dedications, NDOT permits (if applicable) vacations, and bond postings must be completed and in place prior to the second meeting.

REQUIREMENTS

I have received a copy of **"REQUIREMENTS FOR EXPRESS PLAN CHECK"** and understand that all applicable requirements must be satisfied prior to submitting plans.

APPOINTMENT INFORMATION

I understand that the appointment consists of a submittal meeting and two (2) review meetings. I understand that I am responsible for ensuring the attendance of design staff; contractor, owners and whomever else (other than city staff) might be required to facilitate approval of plans. I understand that I am responsible for posting of bonds, all right-of-way dedications and obtaining all required signatures prior to the second (MYLAR) meeting.

Note: Construction/Excavation permits for offsite work may only be issued to a Nevada Licensed Contractor with a City of Las Vegas Business License.

Applicant Signature

Date



MAYOR
OSCAR B. GOODMAN

CITY COUNCIL
GARY REESE
(MAYOR PRO-TEM)
LARRY BROWN
LYNETTE B. McDONALD
LAWRENCE WEEKLY
MICHAEL MACK
JANET MONCRIEF

CITY MANAGER
DOUGLAS A. SELBY

EXPRESS CIVIL PLAN CHECK APPLICATION

Project Name/Subdivision Name

APN(Parcel Number)

PLANNING ACTION RELATED TO SITE.

Zoning Action# (Z-##-##)/Tentative Map# (TM-##-##)/Special Use # (U-##-##)/Site
Development Review (SD-##-##)/Annexation (A-##-##)/Parcel Map# (PM-##-##)/Final
Map# (FM-##-##), ETC.

Land Development Project # (assigned on plan submittal)

Applicant/Engineer

Address

Telephone Number

Fax Number

Email Address

OWNER/DEVELOPER

Address

Telephone Number

Fax Number

Email Address

CITY OF LAS VEGAS
400 STEWART AVENUE
LAS VEGAS, NEVADA 89101

VOICE 702.229.6011
TTY 702.386.9108
www.ci.las-vegas.nv.us

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